

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Duchac, Frohling, Greshay and Schmidt.

MEMBER EXCUSED: Marsik

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Friday, February 5th, 2016 at 11:00 A.M., in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Sarah Eske, HR Director; Jim Mielke, County Administrator; Tonia Mindemann, Assistant HR Director; Sheriff Dale Schmidt; Angi Zilliox, HR Specialist; and PJ Schoebel, Medical Examiner

Meeting called to order by Vice-Chair Frohling at 11:06 a.m.

Roll call was taken. All members present, except Marsik who was excused.

Eske verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Supervisor Schmidt. Motion carried.

Frohling asked if anyone present had any public comments. None.

Motion by Duchac to approve the minutes of the January 19, 2016 regular meeting of the Human Resources and Labor Negotiations Committee. Second by Greshay. Motion carried.

Sheriff Schmidt announced that he has promoted Anthony Brugger to the position of Jail Administrator. Sheriff Schmidt shared Brugger's thirty-one years of tenure with the Sheriff's Office. Sheriff Schmidt requested consideration to place Brugger on Dodge County Labor Grade 12, step 7A, effective February 1, 2016. Eske stated Committee approval is required for this request due to being above step 6.

Motion by Supervisor Schmidt to approve the recommendation as presented. Second by Duchac. Motion carried.

Eske presented the Resolution to place the County Administrator position on the Dodge County Labor Grade Structure and to approve the step at which the County Administrator will be placed. The Committee reviewed the Resolution.

Motion by Supervisor Schmidt to approve the resolution as presented. Second by Greshay. Motion carried. All members present signed the Resolution.

Eske informed the Committee that on January 22nd, 2016 an RN Supervisor at Clearview resigned to work for another local facility. Since the resignation, the nurse contacted Jane Hooper, Clearview Administrator, regarding concerns surrounding her reasons for leaving. During the conversation, the nurse indicated she had previously expressed interest in a Team Leader (LPN/RN Staff Nurse) position on the IID unit. Eske noted that this has been a very challenging position to recruit and retain employees in. In light of recent efforts to recruit and retain nurses at Clearview,

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Eske and Mielke recommended a non-precedent setting basis reinstatement of her employment to the Team Leader (LPN/RN Staff Nurse) position on the IID unit at grade 7, step 8B, while reinstating her sick and vacation balances as of the last date paid. Eske stipulated that the unpaid days from the last day worked to the reinstatement date will be considered unpaid leave with no benefits accrued or earned during the unpaid leave. Eske also stated Committee approval is required for this request due to being above step 6. Discussion followed regarding exit interviews. Eske confirmed that exit interviews have been completed. Mielke stated that in the future, when enough information has been collected, the goal is to present exit interview data to both the Committee and Health Facilities Committee.

Motion by Greshay to approve the reinstatement of employment as presented any by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Eske distributed three (3) employee communication memos addressed to staff including: Highway, Clearview, and general Dodge County employees regarding weighted-average overtime. Eske asked the Committee for any questions regarding weighted-average overtime.

Eske updated the Committee regarding progress on the Talent Acquisition module stating they are currently waiting for the Kronos team to finish making the requested changes. Eske added that once completed, Dodge County can implement the module and provide training to supervisors and hiring managers.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) RN Public Health Nurse – Temporary F.T.	Human Services & Health
One (1) Equipment Operator – West – F.T.	Highway Department
One (1) Counselor I, II, or III – Case Manager Mental Health – FT.	Human Services & Health
One (1) Deputy Jail Administrator – F.T.	Sheriff's Office
One (1) Chief Deputy Medical Examiner – F.T.	Medical Examiner
Two (2) Deputy Medical Examiner – Occasional	Medical Examiner

Motion by Supervisor Schmidt to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

Leave of Absence: Eske explained that an employee at the Sheriff's Office has requested an extension of a previous intermittent General Leave for a family member not covered under FMLA for three months, with the ability to use sick time during this leave request. Eske verified receipt of supporting medical documentation.

Motion by Greshay to approve the leave request as presented. Second by Supervisor Schmidt. Motion carried.

Leave of Absence: Eske explained that an employee in Child Support has requested General Leave for a family member not covered under FMLA for a temporary serious health condition for one week and then intermittently for one month, with the ability to use sick time during this leave request. Eske verified receipt of supporting medical documentation.

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Motion by Greshay to approve the leave request as presented. Second by Supervisor Schmidt. Motion carried.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE: Carlyn M. Voigt, Correctional Officer, Sheriff's Office, \$18.81, DC04, ST05, 02/15/2016. **RECLASSIFICATION:** Barbara J. Mullin, Communications Officer, Sheriff's Office, \$25.49, DC05, ST14B shift change, 01/01/2016; Lee G. Schneider, Communications Officer, Sheriff's Office, \$25.74, DC05, ST14B shift change, 01/01/2016; Vicki L. Lessard, Communications Officer, Sheriff's Office, \$25.74, DC05, ST14B shift change, 01/01/2016; Hannah R. Mueller, RN Public Health, Human Services & Health, \$24.36, DC08, ST01, 02/01/2016; Jamie L. Bailey, Psychiatric Therapist II – Outpatient, Human Services & Health, \$26.29, DC09, ST01; Shawn M. Rogers, Deputy Secretary, Sheriff's Office, \$20.21, DC03, ST14B shift change, 02/01/2016. **STEP INCREASES:** Anthony S. Lemminger, Custodian II, Physical Facilities, \$13.33, DC02, ST02, 03/12/2016; Trevor J. Mallon, Correctional Officer, Sheriff's Office, \$18.81, DC04, ST05, 03/12/2016; Ryan A. Meyer, Correctional Officer, Sheriff's Office, \$19.29, DC04, ST06, 03/17/2016; Jason A. Polsin, Jail Supervisor, Sheriff's Office, \$29.23, DC08, ST8B, 03/01/2016; Ashton M. Harned, Correctional Officer, Sheriff's Office, \$18.81, DC04, ST05, 03/11/2016; Jodie M. Miller, Judicial Assistant-Branch 3, Circuit Court, \$19.99, DC04, ST8B, 01/23/2016; Amy J. Cook, Senior Social Worker, Human Services & Health, \$30.28, DC08, ST10A, 03/09/2016; Erin m. Falcon, Economic Support Specialist II-Bilingual, Human Services & Health, \$19.70, DC05, ST03, 03/18/2016; Margarite F. Cruz, Economic Support Specialist-Bilingual, Human Services & Health, \$17.66, DC04, ST03, 03/19/2016; Tracy L. Barilani, Counselor III-Case Manager MH, Human Services & Health, \$23.72, DC07, ST03, 03/04/2016; Kippi Bednar, Counselor III-Case Manager MH-CCS, Human Services & Health, \$23.08, DC07, ST02, 02/16/2016; James C. Wiersma, Senior Social Worker/Foster Care Coordinator, Human Services & Health, \$30.62, DC08, ST10B, 02/10/2016; Karen N. Rucks, Psychiatric Therapist II, Human Services & Health, \$27.04, DC09, ST02, 01/13/2016; Daniel J. Brozek, Welder, Highway Department, \$23.44, DC06, ST06, 03/12/2016; Carrie A. Lagerman, Administrative Assistant, Finance Department, \$20.71, DC04, ST10A, 03/06/2016; Ashley L. Young, WIC Nutritionist, Human Services & Health, \$21.51, DC05, ST7A, 01/04/2016; Moises E. Sequiera, Economic Support Aide-Bilingual, Human Services & Health, \$13.23, DC02, ST02, 03/02/2016; Michael G. Baskfield, Counselor III-CPS, Human Services & Health, \$27.88, DC07, ST10A, 02/26/2016; Emily E. Kotecki, Psychiatric Therapist II-Outpatient, Human Services & Health, \$27.04, DC09, ST02, 02/16/2016.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: None
- b) Grievances and Arbitrations: None

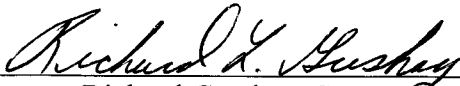
Future Agenda Items: Discussion and Consideration regarding Sheriff's Office Civil Service changes. Updates on the State of Wisconsin's decision-making process regarding State Health Insurance with Discussion and Consideration to proceed with Step #2 of the insurance study. Discussion and Consideration regarding Emergency Sick Leave.

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Future Meeting Dates and Times:

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **February 16, 2016 at 9:00 a.m.** and **March 1, 2016 at 9:00 a.m.** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Vice-Chair at 11:44 a.m.


Richard Greshay, Secretary


David Frohling, Vice-Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.